

30 September 1968

Historical Documents: A Checklist  
Prepared by Agency Historical Staff

The following types of documents (or records in any other form) should be exempted from record purges except as individual documents are duplicated and accessible in other holdings.

Policies

Documents showing the development of policy, including planning stages, draft plans, deliberations, agreements and dissents, decision, and follow-up.  
All other policy papers.

Organization

Establishment and termination of components.  
Tables of Organization, and changes thereof.  
Organizational charts.  
Key assignments of personnel.  
Office evolution reports.

Responsibilities

Legislation--proposed, effected, or repealed.  
Statements of function.  
Lists of objectives or priorities.  
Command decisions; action directives.  
Statements of operational requirements.  
Standing instructions.  
Operational programs.  
Mission directives.

Agreements

Coordinated plans, effected or aborted.  
Interagency agreements and records of dissent.  
Liaison protocols.

Progress Reports

Annual and other periodic activity reports and program evaluations, including supporting documents, significantly revised drafts, sanitized versions, and follow-up or updating papers.  
One-time post-mortems, validity studies, after-action investigations, administrative post-audits, inspection reports, and other surveys, including supporting documents and follow-up.

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Miscellaneous Compilations

Briefings for key officials.  
Operational highlights.  
Orientation books.  
Background summaries.  
Case histories.  
Office chronologies.  
After-action debriefings.

Indexes

Obsolete indexes, classification and other lists, directories, and other indicator or locator systems and finding aids applicable to discontinued records.  
Chrono files of senior officers, useful as chronological indexes to other files.

"Obsolete" Materials: Recap

Obsolete and re-written historical studies, progress reports, and program evaluations.  
Completed or cancelled investigations and inspections.  
Liquidated components and stations.  
Discontinued units, projects, programs, and functions.  
Missions accomplished, and missions defeated or scratched.  
Cancelled or deferred objectives.  
Accomplished, defeated, repealed, and amended legislation.  
Rescinded or countermanded directives.  
Superseded or repealed priorities.  
Revised and replaced methodologies.  
Terminated, retired, or dormant sources and liaison systems.  
Rejected or withdrawn plans, options, and alternate courses of action.  
Discarded or aborted targets.  
Cancelled policy agenda.  
Outmoded materiel and techniques.  
Obsolescent or aborted innovations.  
Abandoned indexes or locator systems.

19 September 1972

### What to Save for History?

As a rule of thumb, OCI should save for the record all its important papers, substantive and administrative. Important probably should be construed to mean anything that isn't obviously trivial or ephemeral.

Many of the papers we generate are now preserved automatically. All of our regular publications are sent to the Records Center. So are all of our official administrative notices.

What we have to watch out for are informal or limited dissemination substantive papers, informal guidances in administrative or organization matters, and memos explaining our attitude toward various problems or providing the rationale for why we did this or that.

If a paper originates in OCI, the originating unit--front office, staff, or division--should preserve the copy that will eventually be retired to the Records Center.

If the paper originates outside OCI, the unit in OCI--front office, staff, or division--that is the addressee should preserve the copy for the record.

File folders to be sent to Records Center should contain reasonably homogeneous material--at least capable of being described under one heading for inventory purposes.

# SECRET

Approved For Release 2001/08/14 : CIA-RDP79T01762A001100040006-7

## CIA RECORDS MANAGEMENT BOARD

20 December 1968

### GUIDANCE ON HISTORICAL DOCUMENTS, LEGAL RECORDS, AND THE RECORDS PURGE

#### BACKGROUND

All components of the Agency have been directed to review and reduce the volume of records they now have in the Agency Records Center. Although responsible officers are urged to dispose of the useless, obsolete, and duplicate papers, they are cautioned to retain the records required by law to document the Agency's activities and essential to the preparation of histories.

#### GUIDELINES

The attached Checklist prepared by the Historical Staff is distributed to help identify various types of documents needed in the preparation of histories. To clarify the procedures for history writers, the Historical Staff in January 1967 issued some guidance in a "Handbook for the Writing of Histories." A year earlier other history guidance was issued in CSHB 5-13-1. Recently the Historical Program was described in an article in the Support Bulletin (Sept. '68, P.17). The explanation in the lead paragraph should give additional meaning to the attached Checklist. The article stated:

...it was decided that all major components should have their own historical programs...to place in true perspective the records of the component's operations, activities, procedures, successes and failures; plus the concepts leading to the formation of its various elements, policy decisions laid down for their guidance, and the authorities and agreements under which they have conducted their activities.

#### HISTORICAL DOCUMENTS

Some Offices have established working files of papers needed in the writing of histories. These may be temporary files to be kept only until the writing project is completed, after which records are returned to the official files from which they are borrowed and non-record material destroyed. But, primary source material, certain other significant documents referenced in the histories, or those which substantiate portions of the written histories--wherever filed--should be carefully identified and preserved. Such important documents should be specifically referenced and retained with the Agency's permanent records. Whenever possible, original primary source documents, rather than copies, should be so preserved. Care must be exercised that such documents are not left in temporary Office files that are scheduled to be kept a limited time and then destroyed.

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## LEGAL RECORDS

Finally, there are records (many of which are historical) that must be retained permanently pursuant to Public Law 81-754 which states, in part:

[ Section 506: The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

## RESPONSIBILITIES OF COMPONENTS

The above requirement has been delegated to each Directorate in HR 70-1. Records Management is a command responsibility. Plans for the retention of historical documents and records required by law should be included in the Office "Records Control Schedule." Most Agency components already have approved Records Schedules in which the Office head has specified the files to be retained and destroyed, in accordance with the Government's General Schedule and disposal authority. The current Records Purge is being conducted in accordance with existing or amended Schedules. (At present National Archives estimates that, government-wide, 15% or less of the records in storage should be in the permanent category; all the rest are temporary and have limited retention periods.)

## RECORDS DISPOSAL AND SCHEDULE CHANGES

Requests for changes in the scheduled records retention periods may be developed by responsible Officers. Such changes should be coordinated with the Office and Directorate Records Management Officers. All Schedules are reviewed by the Agency Records Administration Officer for approval in accordance with legal requirements established by Congress.

## PERMANENT RECORDS "RETENTION PLANS"

Each Directorate should aim to eliminate unnecessary or duplicate files. Specific Offices should be responsible for those records necessary and required to provide the "adequate documentation" called for in PL 81-754.

The Senior Records Management Officer in each Directorate should develop and publish a "Records Retention Plan" which itemizes all the files of permanent records and assigns a responsible "Office of Record" for each such file in the Directorate. Management support of this action will foster the development of an authoritative mechanism to facilitate the purge of unnecessary papers and at the same time to preserve the records of enduring value.

Attachment: Checklist.

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## HISTORICAL DOCUMENTS: A Checklist

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Establishment and termination of components.  
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Miscellaneous Compilations

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- Operational highlights.
- Orientation books.
- Background summaries.
- Case histories.
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Indexes

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- Chrono files of senior officers, useful as chronological indexes to other files.

"Obsolete" Materials: Recap

- Obsolete and re-written historical studies, progress reports, and program evaluations.
- Completed or cancelled investigations and inspections.
- Liquidated components and stations.
- Discontinued units, projects, programs, and functions.
- Missions accomplished, and missions defeated or scratched.
- Cancelled or deferred objectives.
- Accomplished, defeated, repealed, and amended legislation.
- Rescinded or countermanded directives.
- Superseded or repealed priorities.
- Revised and replaced methodologies.
- Terminated, retired, or dormant sources and liaison systems.
- Rejected or withdrawn plans, options, and alternate courses of action.
- Discarded or aborted targets.
- Cancelled policy agenda.
- Outmoded material and techniques.
- Obsolescent or aborted innovations.
- Abandoned indexes or locator systems.



Wed. 8 June 1972

25X1A

Yesterday I called Lehman to see if he had gone over the last chapter of [REDACTED] text. He said he'd get to it this week and call me. So he did, about 3:35 this afternoon. I went to his room and he told me that one revised section I did was all right, but on ~~the~~

25X1A

other (about the morale crisis), he still had problems. He thought [REDACTED] report could be played down or dropped, for example. He said

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he didn't share [REDACTED] enthusiasm for the PhD; he thought we had a good balance among people of different backgrounds, and that after they had been here a while, you couldn't tell the PhDs from the others.\* At my suggestion, he kept the chronology to look over.

25X1A

Then he said he'd like to get cracking on the history of our relations with the White House. This would require a lot of interviewing, because there isn't much on paper. He imagined it would be longer than my history of the CIB but shorter than [REDACTED] work. He thought it would be

25X1A

more useful than [REDACTED] work. He believed it would yield several articles for the Studies in Intelligence. He didn't say that I would do the new paper, but that seemed to be implied. He said that when I was free I should let him know and he would talk to me about the new paper. I said I was free anytime. He replied that He'd read the chronology first and get in touch.

\*He explained that he didn't want anything in the history that anyone could "hit us over the head with."

CONFIDENTIAL

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Material on Vietnam in the OCI History:

Vol. II.

Ch. II. B. 7. Geneva Conference pp 9-10

8. Indochina Task Force p 11

Vol. V.

Ch. I. B. 1. Weekly Report on Vietnam p 6

2. Daily Vietnam Checklist for the DCI p 7

3. The North Vietnamese Crisis p 7

4. Daily Situation in Vietnam p 8

I. Increased Preoccupation with Vietnam pp 35-38

Ch. III. B. Emergency Task Forces, 1967-68

Vietnam, Tet Offensive p 47

Criticism p 49

E. Vietnam - 1968 pp 56-60

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28 March 1972

MEMORANDUM FOR: Chairman, DDI Historical Board

SUBJECT : Transmittal of OCI history titled "A  
Tour at the White House, 1967-1969"

The OCI history entitled "A Tour at the White  
House, 1967-1969" by [REDACTED] is herewith  
transmitted for review by members of the DDI Historical  
Board.

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[REDACTED]  
DDI Historical Officer

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STATINTL



*monograph*

*2. copies*

*1 for OCI*

*1 for DDI*

*Cover to be put  
on in OCI.  
(Coordinate with*



STATINTL

STATINTL

In July 1959, OCI had 16 persons with its career designation serving abroad. Six were [REDACTED] (OCI History MS, Vol. III, Chap. II, p. 3)

STATINTL

*There is material [REDACTED] in  
OCI History MS, Vol. III, Chap. II, p. 9-10.*

From MS, Oct Hist, Vol V, Chap III, p. 54

Finally, as part of the process of centralizing operational handling of situations, the ~~DD/I~~ on 3 January 1967, by means of Notice 50-54<sup>3</sup>, gave to the Operations Center the responsibility for day-to-day support of ~~DD/I~~<sup>DPI</sup> 25X1A Representatives at [REDACTED] was appointed in the Operations Center to monitor communications between the field and Washington to ensure the prompt handling of requests and requirements. By the end of 1967, the Operations Center was screening and acting on an average of 135 messages per hour from all sources around the clock and seven days a week, a noteworthy feat.

#### Locusts

Hardpressed as always in responding to the demands of others, in reacting to crisis situations, and in replying to queries regarding the effectiveness

DLI's ~~owners~~  
personnel in '54 + '55.  
vol I, chap. II, p. 33 MS.